



TOWN OF HERNDON

Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

APPLICATION FOR A COMPREHENSIVE PLAN AMENDMENT

Submittal of this form with original signatures is **required**. **PLEASE PRINT OR TYPE** (Unless otherwise indicated.)

Street address of the subject property: _____

Tax map reference number: _____

Name and role of principal contact for this application: (property owner, agent authorized to act on behalf of property owner, or contract purchaser): _____

Mailing address: _____

E-mail address

Telephone #

FAX #

The undersigned hereby applies for an Amendment to the Town of Herndon Comprehensive Plan.

I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application have been read and are understood.*

Signature of Applicant (Property Owner, Contract Purchaser, or Authorized Agent)

Date

Will the proposed amendment affect the adopted Comprehensive Plan Map? ☐ No ☐ Yes

Existing land use designation(s): _____

Proposed land use designation(s): _____

Will the proposed amendment affect the text in the adopted Comprehensive Plan? ☐ No ☐ Yes

List of affected sections and page numbers _____

Current zoning of subject property: _____

Does the applicant anticipate requesting a change in zoning as a result of any amendment to the Comprehensive Plan? ☐ No ☐ Yes

APPLICATION FOR A COMPREHENSIVE PLAN AMENDMENT - continued

TO BE SUBMITTED WITH THIS APPLICATION

- ☐ Name and title of all Co-Applicants (Property Owner(s), Contract Purchasers, and Agents Authorized to Act on Behalf of the Property Owner) with respective mailing addresses, telephone numbers, fax numbers, and e-mail addresses;
- ☐ A statement of authorization from the landowner authorizing an agent to act on their behalf (if applicable);
- ☐ If proposing to amend the Comprehensive Plan Map, detailed description of the proposal;
- ☐ If proposing to amend the Comprehensive Plan text, detailed description of the proposed language (An electronic red line version of proposed text amendment is recommended);
- ☐ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed);
- ☐ Application Fee.

Certification, in a form prescribed by the Zoning Administrator, that public notification regarding a public hearing has been given in accordance with § 78-201.9, Public Notice, shall be submitted upon completion of proper notification by the applicant.

For Office Use Only

Application Received by:	Case No.:
Confirm Tax Map Reference:	Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent
Fee paid:	Date: